

18 March 1959

MEMORANDUM FOR: CIA Career Council

SUBJECT: Status of Civilian Reserve Programs

BACKGROUND: The Council has approved three civilian reserve programs. This memorandum summarizes their current status and requests approval for the activation of the Civilian Standby Reserve.

1. National Defense Executive Reserve

This Government-wide "executive reserve," established by Executive Order 10660, dated 15 February 1956, and administered by the Office of Civil and Defense Mobilization, is designed to provide a ready and available force to supplement the top staff of the Agency in the event of an emergency. CIA participates on an overt basis and twenty-two reservists, all of whom are either consultants or former employees at the supergrade level have been appointed. They are registered with the Civil Service Commission and their assignment to the Agency in the event of an emergency is assured. They have been supplied with Civil Defense identification cards "to perform necessary travel in an emergency." Where the individual is not ordinarily in consultation with the Agency, occasional contact is maintained by the sponsoring office of the Agency on N.D.E.R. affairs. A directory of these individuals is attached. (See Tab I)

2. Civilian Specialist Reserve

This CIA "ready" reserve was approved in principle by the Career Council in 1956 with the request that it be referred to the Project Review Committee. The PRC recommended the project on a pilot basis to the Director who approved it on 26 January 1958. The Specialist Reserve is designed to provide a small corps of highly trained specialists who will be needed immediately in the event of an emergency and who can make themselves effective at once when called upon by the Agency. Their inclusion in CIA's "ready" reserve is predicated on their being able to enter on duty without delay for administrative processing with less than 48-hours notice. Fifty spaces were approved "confined largely to the Office of Communications." Thirty-five of the fifty spaces were allotted to the Office of Communications in order that a cryptographic reserve could be established; five to the Office of Security; five to the Office of Training and five to the [REDACTED]. Recruitment against these fifty slots has proved difficult and uneven. (See Table II) The Offices of Training and Security have filled their quota, [REDACTED] has filled one of its five spaces and the Office of Communications two of its thirty-five spaces. The reservists are appointed and paid the daily rate of the GS grade for which they are qualified and paid travel and per diem when actually employed

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on training duty. They would be entered on duty in the event of an emergency at that grade.

3. Civilian Standby Reserve

25X9A2 This CIA "standby" reserve was approved in principle by the Career Council on 20 February 1958 with the condition that the three Deputy Directors would determine the need for and composition of such a reserve. The purpose of the reserve is to establish and maintain a current roster of skilled, available and interested former employees who can be contacted by the Agency in the event that the need for their services arises. The Standby Reserve will receive no Agency-sponsored training and will be assigned to the GS grade for which qualified at the time he is entered on duty. The Director of Personnel sent lists of [REDACTED] former employees (GS-7 and above) to the Deputy Directors (Intelligence), (Plans) and (Support) in May 1958 with a request for nominations. After screening by the Offices and Career Services concerned, [REDACTED] were nominated, of whom [REDACTED] were subsequently declared ineligible by the Office of Security, the Medical Staff, the Office of Personnel and the Central Cover Division (see Table III). The remainder-- [REDACTED] DD/I; [REDACTED] DD/P; 25X9A2 and [REDACTED] DD/S)--are cleared and ready to be contacted subject to the approval of the Career Council that this reserve be activated. It is planned that the Director of Personnel will establish initial contact, (b) reactivate the personnel folders, (c) analyze and tabulate the qualifications and (d) subsequently, at six-month intervals correspond with the individuals. It is also planned to establish a standard procedure so that in the future, when employees separate from the Agency it will be determined which persons who are separating should be offered Standby Reserve status.

4. It is recommended that the CIA Career Council (a) approve the activation of the CIA Standby Reserve and (b) that the Director of Personnel be responsible for its administration.

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Chief, Mobilization Staff

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APPROVED: [REDACTED]

Director of Personnel

DATE: 23 March 1959